How to load a fixed length ASCII file to Excel or Access

Note Excel can handle a fixed number of records, often 64k. If your file contains more records than Excel can handle use the SELECT.EXE program usually included with your data to break the file into smaller files (see separate instruction sheet).

The following example is courtesy of the Miami Springs Planning Department.

1. Prepare the data as required, unzipping to a hard drive if necessary.
2. Launch **EXCEL**
3. Go to - File,

     Open

     <filename> (EXCEL recognizes the text file and goes to "Text Import Wizard"
4. In "Text Import Wizard," choose *"Fixed Width."*
5. Enter *Next*
6. Create, delete, or move column break lines as appropriate. Use the Record Layout provided with your file to count the characters per field.
7. Enter *Next.*
6. Choose *"General"* format. You may elect not to import unwanted fields in this step.
7. Select *"Finish ".*
8. File, Save As the appropriate filename in **Microsoft Excel Workbook type.**
9. If you have zoned decimal fields (numeric fields ending with alpha characters):

     Select the data cells only (not the header row) of the zoned decimal fields *(this* may necessitate use of the F8 *extend selection* and F5 *GoTo).*
10. Use search and replace to replace the zoned (alpha) data with the appropriate digit. ({=0, a=1, b=2, c=3, d=4, e=S, f--6, g=7, h=8, i=9. K through R are negative numbers)
11. Enter " 1 " in a blank cell and Copy.
12. *Paste Special, Operation, Multiply* to the selected data fields
13. *Format, cell, number, currency* (select desired format for values.)